

EFFECTIVE DATE: February 16, 1981

REVISION DATES: _____

SUBJECT: Physical ExaminationsPurpose:

This directive explains the conditions under which they are given and the proper procedure for arranging physical examinations.

Responsibility:

It is the responsibility of the employing department to request, through the appropriate office, an examination of an employee when sufficient evidence exists that the physical condition of an employee is adversely affecting the employee's performance or when such condition is a serious safety hazard for the employee, co-workers, or the public.

The Workers Compensation office will receive all requests for physicals on employees who have unresolved compensation claims.

The Testing Unit of Personnel is responsible for arranging pre-employment and promotional physicals for fire and law enforcement applicants and uniformed personnel.

The Support Services Division of Personnel is responsible for arranging physicals in all other instances.

Policy:

As stated in Rule XXV (b) of the Municipal Civil Service Rules, all newly hired employees are required to undergo a physical examination arranged by the city Personnel Department. Persons rehired by the city within thirty days of a previous city initiated physical will not be re-examined, unless the job calls for a specific exam not performed during the previous physical.

A veteran returning from active duty to reclaim his job will be required to take a physical.

For positions requiring a back x-ray, the results of the x-ray will be reviewed before any other examinations are performed. Back x-rays of persons previously categorized as classes IV & V will not be repeated, as these classifications denote serious back conditions which are normally irreversible. Persons previously categorized as having classes I, II, and III will take back x-rays to screen for any progression to a higher class number, if the position for which selected requires a back x-ray.

Procedure:

All requests for examinations of employees who have worker compensation litigation in progress must be in writing to the Director of Finance or his designee. If such a physical is recommended by Finance, arrangements will be made. In either case, the requesting department will be notified.

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SUBJECT: Physical Examinations - Page 2

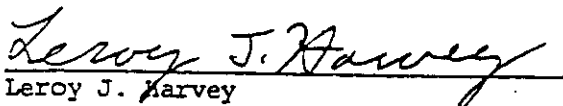
The Testing Unit of Personnel is responsible for pre-employment physicals for applicants and promotional exams for current personnel where fire and law enforcement uniformed positions are involved.

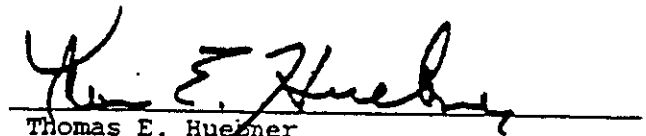
The Support Services Division of Personnel handles all written request to the Director for examination of employees to determine fitness to continue working, if no worker compensation litigation is pending. Also, physicals for newly hired civilian employees and any other exams not the responsibility of the two previously mentioned offices is arranged by Personnel's Support Services Division.

No other city office or employee is authorized to set up examinations on behalf of the city.

The offices outside of Support Services will communicate services requested and performed along with invoices to Support Services for verification and payment of authorized examinations.

Nothing in this directive is intended to prevent an employing department from sending an employee to the doctor in an emergency such as an accident.


Leroy J. Harvey
Director of Personnel


Thomas E. Huebner
City Manager

Feb. 16, 1981
Date